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11 DEC 1953

MEMORANDUM FOR: Chief, Logistics Office

SUBJECT : Report on Overtime Worked and Leave Taken

REFERENCE : CIA Regulation  

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1. Attached are copies of tabulations of overtime and holiday time worked and annual and sick leave taken for the period 5 July through 26 September 1953. These summaries, one for each pay period, give the complete picture of the overtime and leave record for your office during this entire period. The various columns on these tabulations reflect (a) the total regular hours worked during the pay period, (b) the total number of employees paid, (c) the number of hours of night differential (if any) paid for, (d) overtime worked, (e) holiday time worked, (f) annual leave taken, and (g) sick leave taken. The last column indicates the allotment account. The figures in the lower right-hand corner of the tabulation are the dates involved in the payroll.

2. Following is a summary of the average number of hours per pay period per employee for your office as compared with the average for the Agency as a whole during the period 5 July through 26 September 1953:

Item	Averages	
	Your Office	Agency
Overtime	3.37	3.16
Holiday Time	.01	.04
Annual Leave	6.28	7.15
Sick Leave	1.58	1.94

3. In addition to the summaries by pay periods for your office, a listing of leave taken by individuals for the pay period 30 August through 12 September 1953 is attached. This listing is provided as an example of the typical pay period and is furnished as an aid in considering the overtime and leave practices of your office. This particular listing, however, does not imply any criticism of any specific leave taken or overtime worked.

4. These reports are being submitted to you for use in connection with consideration of the application of Agency policy concerning the approval of overtime. In view of our serious budgetary situation during this current year, it is essential that care be given in authorizing overtime. Additional funds cannot be made available and all overtime must be financed from current allocations.

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5. To indicate the trend in overtime in your office, the following tabulation compares the overtime worked during the periods indicated:

<u>Period</u>	<u>Overtime worked per employee per pay period</u>
31 August 1952 - 3 January 1953	10.01
4 January 1953 - 28 March 1953	11.48
29 March 1953 - 4 July 1953	9.25
5 July 1953 - 26 September 1953	3.37



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L. K. WHITE  
Acting Deputy Director  
(Administration)

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